GOVERNMENT OF KARNATAKA

GREATER BENGALURU DEVELOPMENT AUTHORITY

TENDER NOTIFICATION No. GBDA/Accts/Vehicle/2024-25

Tender document for service provides of vehicle GBDA

Greater Bengaluru Development Authority,
BMRDA Office Building, No.1,
Ali Askar Road, Bengaluru-560052.

Commissioner, Greater Bengaluru Development Authority, BMRDA Office Building, No.1, Ali Askar Road, Bangalore-560052.

GBDA/Accts/Vehicle/2023-24 Date: 31.12.2024

TENDER NOTIFICATION

Tender document for e-procurement of providing services of vehicle along with the drivers on hired basis to the officer of the GBDA, Bengaluru. Under e-procurement system.

Tender Reference	GBDA/Accts/Vehicle/2024-25
Commencement of issue of bid document through E-procurement portal of government of Karnataka	02.01.2025
Last date for submitting clarification if any	04.01.2024
Pre bid meeting	06.01.2024
Last date and time for uploading tender in E-procurement Platform	16.01.2025
Time and Date of opening of tenders: Technical Bid	18.01.2025
Time and Date of opening of tenders: Commercial Bid	21.01.2025
Contact Person for queries	Name: Tahshildar, Greater Bengaluru Development Authority
Place of Opening of Tenders and Address for Communication	Greater Bengaluru Development Authority, BMRDA Office Building, No.1, Ali Askar Road, Bangalore-560052. Web Address: https://kppp.karnataka.gov.in
EMD	Rs.1,51,200/-

Note: Completed Tender shall be uploaded through E-procurement system only in the manner described under instructions to tenderers section (1) of Tender documents on or before the last date and time stipulated.

Commissioner,
Greater Bengaluru Development Authority, Bengaluru.

Abbreviations:

1.	UD	Urban Development
2.	GBDA	Greater Bengaluru Development Authority
3.	EMD	Earnest Money Deposit
4.	RFP	Request For proposal
5.	L1	Lease Cost Bidder
6.	INR	Indian Rupees
7.	PBG	Performance Bank Guarantee
8.	GOK	Government of Karnataka
9.	SLA	Service Level Agreement
10.	LOI	Letter of Invitation

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INVITATION FOR PROPOSAL

RFP Notice:-

This RFP document is being published by GBDA known in this document as "The Department", providing services of vehicle along with the drivers on hired basis to the Officer of the GBDA, Bengaluru.

All interested bidders shall pay EMD and tender processing fee and submit their technical and commercial responses electronically using unified e-procurement platform of the center for e-governance. The URL of the e-procurement portal is: https://kppp.karnataka.gov.in

Bidders/Service providers are advised to study this RFP document carefully before submitting their proposals in response to the RFP notice. Submission of a proposal in response to the notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

This RFP document is not transferable.

Before submission of bids, bidders must ensure that scanned copy of all the necessary documents have been attached with the bidder.

The department will not be responsible for delay in proposal submission due to any reason.

Bidder's agencies are requested to attend a pre-proposal meeting as per details provided below.

Letter of Invitation:-

Dear Sir/Madam:

GBDA Invites proposal from the firms providing services of vehicle along with the drivers on hired basis to the Officer of the GBDA for a periods of 1 year. As per the advertisement in e-procurement portal all interested parties are invited to respond to the request for proposal (RFP) document. The vendor will be selected under L1 as per procedures described as in RFP as the most responsive bidder. Kindly, respond to the RFP as per the directions and formats providing in the RFP.

Your's

Sincerely

Commissioner,
Greater Bengaluru Development
Authority, Bengaluru.

Section-1: General Tender Condition

Section-1: Introduction

Greater Bengaluru Development Authority is an independent organization working under the administrative control of the State Government, in the premises of Bengaluru Metropolitan Region Development Authority (BMRDA), No.1, Ali Askar Road, Bengaluru-560 052. The head of the Authority is Chairman who is appointed by the Government. Commissioner is the Chief Executive Officer looking after all the activities of the Greater Bengaluru Development Authority.

Commissioner, has decided to hire maximum of 12 A/c vehicles on rental basis for a period of 1 year for GBDA based on the requirements.

2. The Agency should not have been block listed by any organization in the State of Karnataka for any reason whatsoever.

3. Each firm shall submit only one tender.

4. The firm shall be responsible for all the costs with the preparation, submission and opening of tenders.

5. The tender shall remain valid for a period not less than 90 days after the date of opening of tenders. A tender with a validity of less than 90 days shall be treated as non-responsive. If a tenderer withdraws his tender during the validity of the tender then EMD shall be forfeited.

6. At any time prior to the date and time of submission of the tenders, the employer may issue any amendments to this tender document.

7. Earnest Money Deposit (EMD)

a) The service provider shall furnish, as part of its tender, EMD as specified.
b) The Earnest Money Deposit is required to protect the employer against the risk of the firm's conduct which would warrant the security's forfeiture.
c) The Earnest Money Deposit shall be denominated in Indian rupees and shall be paid in the e-procurement portal using the following payment modes.

Credit card, Direct Debit, National Electronic Fund Transfer (NEFT) over the count.

The OTC payment facility will be available at the designated SBI branches for making payments from the tender notification.

d) Confirmation of receipt of EMD in Government of Karnataka A/c held at SBI will be verified.

If found that an acceptable EMD is not received as indicated in clause (c) above, the tender shall be rejected by the tender inviting authority as non-responsive.

e) Unsuccessful tenderers Earnest Money Deposit will be refunded as promptly as possible as but not less than 30 days after the expiration of the period of tender validity prescribed by the employer.

f) The successful tenderers Earnest Money Deposit will be refunded upon the firm signing the contract and furnishing the performance security.

g) The Earnest Money Deposit may be forfeited:

I) If the tenderer withdraws their tenders during the period of tender validity specified by the employer on the tender firm;

II) In case of the successful tenderer, if the tenderer fails:

(a) To sign the contract.

(b) To furnish performance security.

Section 2: Specific Tender Condition:

Clause 1: Specification of the vehicle

Should be of diesel model only with A/c and should not be more than 3 years old at the time of bidding.

Clause 2: Quantity required

The department is at liberty to the quantity of indicated increase or decrease based on requirement.

Clause 3: Period of Contract

This contract would be for a period of 1 year from the date of execution. It could be extended for an additional period of maximum 6 months on the same terms and conditions by mutual consent.

Clause 4: Terms of Payment

(a) The service provider shall submit his invoice for the month before the 10^{th} of the next month.

(b) Payment after deductions if any will made by Commissioner, GBDA or any person authorized by the Commissioner, GBDA. Traffic violation, Penalties, Road Tax, Vehicle insurance, Damages, Repair or any such charges

will not be paid from GBDA. The agency has to bear such expenses.

(c) Incomplete invoices and those not supported by stipulated documents will be returned for compliance before payment and the service provider shall only be responsible for the delay. The payment of vehicle hire charges would be made through cheque only after deducting Income tax (TDS) and GST /Penalty amount as per RFP clause.

Clause 5: Usage

The vehicle will be used for pick up/drop of Officers/Officials of GBDA or any other official work at the discretion of GBDA. The vehicle may also be used for Transportation purpose of Office. The vehicle will be used for travelling within Ramanagara Taluk/ GBDA Limits and also to travel to Bengaluru; in such case the travelling shall be treated as within the Station. In case exigency, the vehicle might also be used for travelling outside and also beyond office working hours and on national holidays and Sundays for official work, no extra payment or waiting charges or any such charges, will be paid within the city limits or outstations.

Clause 6: Disqualification

(a) The rate would be applicable for 1 year on non performing as per specified terms and conditions, misrepresenting facts, non-satisfactory service, the GBDA is at the liberty to terminate the contract. If the terms and conditions of the agreement are violated by the L1 bidder, in such case Performance Bank Guarantee (PBG) will also be forfeited.

(b) The agency shall not be allowed to enter into sub contract or sub lease to any other agency. If the agency does so, or make an attempt to do so, this contract will be summarily cancelled with forfeiture of his Performance Bank Guarantee (PBG).

(c) Violation of any/all terms and conditions shown in Section 3 or if the services rendered by service provider are found to be unsatisfactory even after issue of notices/warnings to that effect, then it will end to termination of this contract by issue of 15 days prior notice along with forfeiture of the PBG. No claim whatsoever would be entertained. The decision of the GBDA would be final and binding.

(d) Greater Bengaluru Development Authority is an independent organization working under the administrative control of the State Government, in the premises of

Bengaluru Metropolitan Region Development Authority (BMRDA) The head of the Planning Authority is Chairman who is appointed by the Government. Commissioner working as the Chief Executive Officer looking after all the activities of the Planning Authority.

Commissioner is empowered to terminate the contract upon violations of the terms and conditions with the prior notice of 15 days.

(e) The contract shall be terminated without any notice if the bidder fails to fulfill any of the tender conditions requirements.

Clause 7: Litigation

(a) In case of any litigation, jurisdiction would be in Courts of Bangalore. The GBDA and the Agency shall make every effort to resolve through amicable negotiations, in case of a disagreement or dispute arising under or in connection with the agreement.

(b) If, within 30 days of commencement of such negotiations the parties are unable to resolve the dispute amicably it shall be competent for either party to take re course to appropriate action under the Arbitrations and Conciliation Act-1996 (as amended by Act of 2013) and Karnataka Arbitrations Council rules.

(c) All arbitrations proceeding shall be held at Bengaluru.

Clause 8: Requirement for bidder

(a) The bidder should be in the business of car rentals for at least 3 years.

(b) The bidder should have an average turnover of Rs. 50.00 lakh per annum in the car rental during the past 3 years.

(c) Documents proof should be attached for all above requirements.

Clause 9: Requirement of pre-Qualification/Technical Bid

The pre-Qualification bid should contain the following:

(a) The service provider shall provide details of the service provider in the format at Annexure-1

(b) Attested copy of Registration from appropriate Authority from GOK as travel agency.

(c) Attested copy of Certificate of Registration in the GST.

(d) Attested pan card copy of service provider/Agency.

(e) EMD of Rs. 1,51,200/-

(f) Tender should furnish copy of the proof indicating that tender agency is in the business of car rentals for at least 3 years.

(g) Tender should have an average annual turnover of Rs. 50.00 lakh per years in the car rental, Business during the past 3 financial year and shall provide auditor certificate and IT returns in this regard.

(h) Tenderer should furnish list of govt. department and other customers with the contact address and phone no's, and e-mail address in ANNEXURE-2. To whom similar services has been provided in previous years – Should have supplied at least 5 cars to Karnataka state government department in the past 2 years. A letter for having satisfactorily providing service should be provided from anyone State Government Offices.

(i) Tenderer should furnish document related to the vehicles make and model of the cars proposed to be allotted to GBDA along with the copies of RTO registrations, Insurance, Emission test document, Karnataka state taxi permit and driving license with badge extra of the vehicle to be provided for the verification. All these vehicles need to be owned by the tenderer.

(j) Proof for owning at least 10 vehicles in the name of Contractor.

I) Submit attest Xerox copies of RTO registration, Insurance, Emission test document, Karnataka state taxi permit and driving license with badge extra owned by the tenderer of all the 10 vehicles to be provided for verification.

Or

proof of owning at least 10 vehicles in the name of the contractor. Submit attested copies of RTO registration, Insurance, Emission test document, Karnataka state taxi permit and driving license with badge etc. owned by the tenderer of all the 10 vehicles to be provided for verification.

And

II) Proof for having taken at least 10 Vehicles on lease (including driver) from other operators/travel agency. Lease agreement from owner of vehicles placing the car at the disposal of the tenderer. This agreement should be of 10 year sufficient to cover this contract agreement of all the 10 vehicles.

The tender containing the information as given in clause 9 above should be uploaded through e-procurement portal.

Clause 10: Requirement of Commercial bid

The Performa of the commercial bid is as per ANNEXURE-B. The price shall be **inclusive of all taxes.** This price shall be applicable for the contract period mentioned in section no.2. No changes in the price would be entertained at any point of time due to hike in the fuel prices etc. No commitment would be given by department and the number of vehicles that would be hired under the contract but the number included in the commercial bid would be used for the determining L1 bidder. The commercial bid should not be more than the Government specified bench mark in wide circular ¹D¸ÀÄE 96 ²ªÁ¤ 2012, ¨ÉAUÀ¼ÀÆgÀÄ, ¢: 23.08.2012.

Clause 11: Performance Bank Guarantee

The successful bidder has to submit performance bank Guarantee which would be value 10% of the total bid value and should be valid for 1 year from the date of issues of work order. The EMD of the L1 bidder will be released soon after the submission of PBG to GBDA.

SECTION-3
TERMS AND CONDITIONS:

1. The service provider shall deployed vehicles which have valid fitness certificate and all duly registered and ensured under relevant Government laws.
2. The vehicle offered on hire shall be covered under comprehensive insurance policy along with personal accident. (PA) covered to the driver and the occupants of the vehicle (as per seating capacity). If PA cover is not there at the time of filing tender papers, it shall be taken before the vehicles are deployed with the GBDA.
3. The service provider shall provide able nonalcoholic drivers able to communicate in Kannada and with valid LMV license, who are not physically challenged handicap with, no eye sight problems and no night blindness.
4. The Drivers shall always wear uniforms while on duty.
5. The driver should have an active mobile connection for communication.
6. The drivers shall process a valid driving license and RTO badge by the vehicle and should always carry the driving license and other current document such as vehicle

registration (RC), copy of the insurance fitness certificate, Emission certificate and other required documents. The service provider should ensure the same strictly; otherwise they are responsible for any lapse/irregularities.

7. The driver should be obedient and should co-ordinate upon the instruction of the Officers of GBDA.
8. Misbehavior, rash driving, misconduct or noncooperation of the driver, the successful bidder has to immediately change driver, provide alternative vehicle. Incase 3 such instances are reported in a month, it would result in termination of the contract along with the forfeiture of Performance Bank Guarantee (PBG).
9. An exemption of only 5k.m. will be provided to vehicle every day from the pickup point and the 5k.m of the drop point.
10. The driver should maintain the Log sheet and obtain signature during pick up and drop point of the officers. The same log sheet should be submitted along with the invoice for monthly payment.
11. The successful bidder should change the vehicle in case of the Officers of GBDA complain about its conditions.
12. The successful bidder has to coordinate with the officers of GBDA and drivers to ensure uninterrupted service.
13. The vehicle allotted to GBDA shall not be used by shared for the any other office by client at the same time the department, will be at liberty to terminate the contract and forfeit the PBG in case any such incidents is noticed.
14. In case of extreme circumstances that is an accident, major repair etc, the bidder may provide alternative vehicle not owned by the bidder/approved by the department during the tender process for a period not more than tenders.
15. The bidder shall allot only those vehicles to GBDA to which document have been provided at the time of tender process. If the bidder owned any additional vehicles during the contract period and wishes to allot them to GBDA, The same can be done by taking approval of GBDA after providing appropriate documents.
16. The vehicle shall always have sufficient fuel.
17. The vehicle shall be washed every day and kept clean.
18. The vehicle shall always be in good working condition.
19. The vendor shall provide un-interrupted service, in case of exigency, the vendor shall provide alternate car.
20. Repairs and replacement of spare parts to the vehicle shall be carried out by travel agency only.
21. In case the vehicle provided needs repair, immediate steps should be taken to provide alternate vehicle.

22. The vehicle would be used for travelling outside of Bangalore, In that case permit charges or any other charges will be paid from GBDA.
23. There should not be any litigation for travel Agency, Driver or vehicles of the agency in RTO or any other departments.
24. The driver provided by the vendor should be well acquainted with the locations in Bangalore.
25. The Dept. is at liberty to increase/decrease number of vehicles as per its requirements at the time of issuing work order or during any time in the contract period.
26. The Dept. shall not be liable for any damages or loss caused to the vehicles hired during the period of agitations, strikes and accidents;
27. It shall be the responsibility of the owner of the vehicles to meet or discharge any liability arising out of the violation of the Traffic Rules and Regulations and Statutory Regulations and all such rules in force.
28. Payment would be done on monthly basis on submission of invoice along with authorized signature of the particular officer/officials who have used the vehicle on day to day basis.
29. It is the responsibility of the bidder to provide alternative vehicle during the absence of regular vehicle, if not, sum equal to twice the amount applicable for a day will be deducted from the main bill.
30. Addendum/Corrigendum if any will be in e-portal only.
31. Non-deployment of vehicle on any day will be viewed seriously and considered as violation of contract.
32. Vehicle should have valid registration with yellow number board and it should be covered under comprehensive insurance throughout the contract period.
33. Message on metallic board indicating ‘On Govt. Duty’ or as suggested by CDA, shall be displayed on the vehicle while on duty only.
34. Vehicles have to be at the disposal of the concerned official/officer, adhering to instructions issued from time to time by the officers/officials concerned who avail the vehicles.
35. The service provider is solely responsible for the payment of vehicle hire charges to the concerned persons, if any, delay occurs the penalty amount will be levied at the rate of Rs.100/- per day per vehicle.

36. The commercial bid should not be more than the bench mark prescribed in the Government order No: ¹D¸ÀÄE 96 ²ªÁ¤ 2012, ¨ÉAUÀ¼ÀÆgÀÄ, ¢£ÁAPÀ: 23.08.2012.
37. On receipt of the order the Agency shall execute an agreement on the stamp paper of Rs.200/-, the contract will be valid for a period of one year.
38. GBDA Office reserves the right to cancel the tender at any stage without assigning any reason.

ANNEXURE-1

Details of the Service Provider

(On the letter head of the Service Provider)

1	Name of the Service Provider	
2	Address with Telephone numbers, Fax number etc:	
3	Status whether run by an individual, partnership Firm, Registered Society, Private Company, Public Company:	
4	Name of Proprietor/All Partners/ Trustees/ All directors whichever is applicable along with their PAN No:	
5	Brief description of the Service Provider's line of Business:	
6	Name, Designation, postal address, e-mail address, phone numbers (including mobile) etc. of Authorized Signatory of the Service Provider with power of authority:	
7	Details of individuals who will serve as the point of contact/communication with GBDA in case of the award of the contract, the details to include Name, designation, postal address, e-mail address, phone numbers (including mobile) etc.	

Seal and Signature

ANNEXURE-2

Details of past performance on Services of similar nature executed by the Service Provider

Sl. No	Address & contact No. of firm/organization to whom service provided	Number of Vehicles & type of vehicle deployed	Date of Commencement of contract	Date of Completion of contract	Attach certificate of satisfactory completion of service from the user

Seal and Signature

ANNEXURE-3
Financial Bid

To,
Greater Bengaluru Development Authority,
BMRDA office Building, No.1,
Ali Askar Road,
Bengaluru-560052.

Sir,

Sub: Providing Vehicles along with drivers to your office.
Ref: Your Notification No: GBDA/Accts/Vehicle/05/2023-24,
Dated:31.12.2023

******

We have gone through the tender documents and have fully understood the scope of work and the terms and conditions of the contract.

We furnish below our rates for providing the specified vehicles in good condition and of 2015 model onwards only along with competent drivers. We will comply with the requirements of the applicable laws, Acts and Rules.

A) **RATES FOR VEHICLES ALONG WITH DRIVERS ON MONTHLY BASIS**

(Number of vehicles varies according to the requirement)

Sl. No	**Type of vehicle (only Diesel cars)**	**Particulars**	**Rate in Rs./Vehicle (A/C)**
1	Vehicle equivalent to Innova model	a. Cumulative Monthly mileage less than 2,500 kms and service period of less than 300 hours	
		b. Extra Per Km beyond 2500 kms at the rate of Rs	
		c. Extra Per hour beyond 300 hours at the rate of Rs	

Seal and Signature

Note:

- The commercial bid should not be more than the Government benchmark as per circular No: ¸ÀPÁðgÀzÀ DzÉÃ±À ¸ÀASÉå: ¹D¸ÀÄE 30 ²ªÁ¤ 2019, ¨ÉAUÀ¼ÀÆgÀÄ ¢£ÁAPÀ: 31.03.2022.
- The above rates are inclusive of all taxes. No extra charges will be paid by the Dept.